

Canc frp: Aug 02

COMNAVAIRPACNOTE 12610

N15

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COMNAVAIRPAC NOTICE 12610

Subj: COMPRESSED WORK SCHEDULE (CWS)

Ref: (a) CPI 610 S1

Encl: (1) Work Schedule Request Form
(2) Administrative CWS Revision

1. Purpose. To set forth policy and procedures for the implementation of the civilian employee CWS per reference (a).

2. Background. Reference (a) provides guidance for Department of Navy activities. The main objective for implementing a CWS is to improve the quality of worklife, assist employees in dealing with family type issues, reduce the use of employee leave for medical appointments and personal business, and improve efficiency.

3. Policy

a. COMNAVAIRPAC Staff will implement a CWS in those segments of the work organization where it is compatible with the nature of the work conducted and where it does not negatively impact mission accomplishment. The CWS authorized for use by the staff is referred to as the 5-4-9 Plan and is further defined in paragraph 4.b.

b. The opportunity to participate in a CWS will be extended to full time civilian employees on a voluntary basis. Every effort will be made to comply with an employee's selection of a 5-4-9 work schedule option; however, supervisors retain the right to set or change work schedules to avoid an adverse impact on daily operations. Personnel not participating will work the regular five-day work week/8 hours a day.

c. First-level supervisors remain responsible for monitoring time and attendance of assigned employees, including those employees whose schedules fall wholly or partially outside the supervisors' work schedules. Supervisors and managers participating in CWS are to establish reasonable and equitable procedures or mechanisms for providing supervision and management of their work groups during their absences on their alternate workdays off. Any rotation of supervisory or managerial duties will comply with Equal Employment Opportunity practices and reasonable supervisory and management practices.

4. Definitions

a. Compressed Work Schedules (CWS): Work schedules that enable a full-time employee to work 80 hours per pay period in less than 10 workdays. Under compressed schedules, time of arrival and departure are regular and fixed. However, days off are varied among employees to ensure continuity of operations.

b. The 5-4-9 Plan: A type of CWS where, during a 10-day pay period, employees work eight days of nine hours each, one day of eight hours, and one day off.

c. Basic Work Period Requirement: The number of hours, excluding overtime hours, which an employee is required to work or required to account for by leave or otherwise. A full-time employee has an eight or nine hour daily basic work requirement and an 80 hour biweekly basic work requirement.

d. Administrative Work Week: For employees under CWS, administrative workweek means the CWS applicable to an employee and any regularly scheduled overtime work.

e. Biweekly Pay Period: The two-week period for which an employee is scheduled to perform work.

f. Overtime Hours: Overtime hours are hours worked in excess of the employee's established work schedule.

g. Lunch Break: Lunch breaks are 30 minutes unless the supervisor approves otherwise. If the employee takes longer than the standard 30 minute lunch break, the workday will be adjusted to complete 80 hours on-the-job per pay period.

h. Master Work Schedule (MWS): Enclosure (1) is the standard form which will be provided by Division timekeepers to N01FS5 documenting employees' schedule within the division.

i. Holidays: The following days are treated as holidays for purposes of pay and leave of Federal employees:

New Year's Day - January 1
Martin Luther King Day - third Monday of January
Washington's Birthday - third Monday in February
Memorial Day - last Monday in May
Independence Day - July 4
Labor Day - first Monday in September
Columbus Day - second Monday in October
Veterans Day - November 11
Thanksgiving Day - fourth Thursday in November
Christmas Day - December 25

5. Responsibilities

a. Division Heads/Supervisors

(1) Ensure subordinates are aware of and comply with the provisions of this instruction.

(2) Ensure attendance and leave are approved, recorded, and reported per the provisions of this instruction.

(3) Establish division work schedules using enclosure (1) for all employees.

(4) Maintain a current and accurate MWS (enclosure (1)) for their organization and provide this information to responsible timekeepers.

b. Timekeepers (Department/Code Liaison)

(1) Maintain a current and accurate MWS.

(2) Ensure daily recording and reporting of employee time and attendance are completed.

c. Command Timekeeper (N01FS5)

(1) Maintain a current and accurate Master Work Schedule.

(2) Ensure recording and reporting of employee time and attendance are completed.

d. Employees. Comply with the provisions of this instruction.

6. Procedures

a. Supervisors are encouraged to discuss work schedules with prospective employees prior to reporting on board or accepting an employment offer.

b. All new employees must complete enclosure (1) and forward to N01FS5 via their immediate supervisor and department head indicating the approved work schedule selected. Enclosure (1) will be provided to each new employee when they check in with N01FS5. It is the supervisor's responsibility to ensure this form is completed and forwarded to N01FS5 by the end of the employee's first workday.

c. Prior to starting CWS and when any changes occur, a Master Work Schedule form (enclosure (1)) must be established within each Division, with a copy provided to the department timekeeper and N01FS5.

d. New employees reporting on board in the middle of a pay period must work eight hours per day for the remainder of that pay period. A compressed work schedule will not begin until the next pay period.

e. Work Schedules

(1) Options Available. Employee's are offered the option of one of three work schedules:

Work Schedule	M	T	W	T	F	
A	8	9	9	9	9	week 1
	Off	9	9	9	9	week 2
B	9	9	9	9	8	week 1
	9	9	9	9	Off	week 2
C	8	8	8	8	8	week 1
	8	8	8	8	8	week 2

Every effort will be made to comply with an individual employee's selection of work schedule option. However, supervisors retain the right to assign and/or change any work schedule to avoid adverse impact on daily operations.

7. Employee Requests for Work Schedule Changes. The selected CWS becomes the employee's established administrative work schedule for pay and leave purposes. Any change between work schedule options should be considered a permanent change for pay and leave purposes.

8. Changes to work schedules must be in writing, explain the reason(s) for the requested change, indicate the pay period for the change to take effect, and request approval forwarding a memorandum (see sample provided as enclosure (2)) via the immediate supervisor/department head to N01FS5 for review and retention. Requests not in compliance with work schedule regulations will be returned to the originator's immediate supervisor/department head with an explanation provided. Since work schedules are considered permanent, any changes for less than two biweekly pay periods will not be processed.

9. Administrative Guidelines

a. Annual and Sick Leave. The amount of leave taken for the entire day will be recorded as eight hours for the eight-hour days and nine hours for the nine-hour days.

b. Holidays

(1) The number of hours credited for any holiday work will be determined by the employee's CWS. An employee scheduled to work eight hours on a designated holiday will receive credit for eight hours of holiday pay. An employee scheduled to work nine hours on a designated holiday will receive credit for nine hours of holiday pay.

(2) When a holiday occurs on an employee's CWS day off the employee will observe the holiday on the preceding scheduled workday. The only exception to this is when one of the fixed holidays (i.e. Christmas, New Years, and Independence Day) occurs on a Sunday and is therefore observed on Monday.

In this case any employee whose CWS day off is that Monday will observe the holiday on the next scheduled workday.

(3) Employees are not permitted to perform work on a holiday.

c. Excused Absence. Excused absence from duty may be administratively authorized without loss of pay and without charge to leave by the supervisor not to exceed 59 minutes at the commencement of the workday. Absences in excess of 59 minutes for command functions must have N00/N01 approval with notification provided to N01FS5 for timekeeping purposes.

d. Court Leave. Supervisors will follow the guidelines below in determining whether an employee will remain on CWS or revert to the basic workweek while on court leave:

(1) An employee may be reverted to the basic 40 hour workweek when summoned to serve on jury duty when notified prior to the start of the workweek.

(2) An employee may continue on CWS when summoned to testify in an official capacity as a witness in a judicial proceeding. Employees will report to work before and after their testimony if not in court for the entire eight or nine hour workday.

e. Military Leave for Civilian Employees. An employee who is a member of the National Guard or Armed Forces Reserve must convert to the basic workweek for any pay period during which military leave is taken.

f. Travel and Training. Employee work schedules will normally revert to a five day per week - eight hours per day work schedule for a full pay period during periods of travel/training which are scheduled for more than one day unless it is advantageous to the government for the employee to remain on a CWS. Under no circumstances will a TDY trip be extended to accommodate an employee's day off.

g. Non-Compliance. Any individual failing to comply with the spirit of the CWS program, abusing CWS privileges, or falsifying time and attendance records, will be prohibited from participating in the CWS program and may be subject to further disciplinary action. In addition, CWS is intended as a benefit and privilege for employees who maintain regular and reliable attendance and who demonstrate good performance and conduct. Employees who demonstrate a pattern of frequent unscheduled absences, who require close supervision, or engage in misconduct, disqualify themselves from participation in CWS.

10. Cancellation Contingency. This notice is cancelled upon receipt of a revised notice on the same subject.

/s/

M. L. PURCELL
Chief of Staff

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